



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश शासन द्वारा प्रकाशित

शिमला, शुक्रवार, 17 फरवरी, 1961/28 माघ, 1882

**HIMACHAL PRADESH ADMINISTRATION**

**PUBLIC WORKS DEPARTMENT**

**NOTIFICATION**

*Simla-4, the 18th January, 1961*

**No. PWE-147-7/57-II-4887.**—In exercise of the powers delegated by the President under the proviso to Article 309 of the Constitution *vide* Government of India, Ministry of Home Affairs Notification No. F. 27/59-Him(i), dated the 13th July, 1959, the Lieutenant Governor, Himachal Pradesh is pleased to make the following rules in respect of the Himachal Pradesh Public Works Department, Subordinate Service, Class III, Draftsmen and Tracers Service, in regard to the matters namely:—

- (i) the method of recruitment to posts in the said service;
- (ii) the qualifications necessary for appointment to posts in the service;  
and
- (iii) the condition of service of persons appointed to such posts in the service for purposes of probation, confirmation and promotion, etc.

By order,  
**J. MUKAND,**  
Secretary.

## RECRUITMENT RULES

## PART I

**1. Short title and commencement.**—(1) These rules may be called “Himachal Pradesh Public Works Department, Subordinate Services, Class III, Draftsmen and Tracers Recruitment and Promotion Rules, 1961”.

(2) These rules shall come into force from the date of issue.

**2. Definitions.**—In these rules unless there is anything repugnant in the subject or context:—

- (a) “Chief Engineer” means the Chief Engineer, Himachal Pradesh Public Works Department;
- (b) “Administration” means the Administration of Himachal Pradesh;
- (c) “Circle” means the area under the control of Superintending Engineer or the Additional Chief Engineer.
- (d) “Direct Recruitment” means an appointment made otherwise than by promotion from among the members of the service or by transfer of an official already in the service of the Administration except as provided hereafter;
- (e) “Recognised Institution” means any University incorporated by law in India and such other University, College, School or Institution which is declared by the Government of India or the Administration from time to time to be recognised for the purpose of these rules;
- (f) “The Department” means the Himachal Pradesh Public Works Department;
- (g) “The Service” means the Himachal Pradesh Public Works Department, Subordinate Service, Class III, Draftsmen and Tracers service;
- (h) “Member” means a member of any class of Himachal Pradesh, Public Works Department, Subordinate Service, Class III, Draftsmen and Tracers service;
- (i) “Appendix” means an appendix to these rules.

**3. Authority empowered to make appointments.**—All appointments to the posts in the service shall be made by the Chief Engineer except that the Tracers will be appointed by the Additional Chief Engineer or the Superintending Engineers in the Public Works Department or appointments will be made as otherwise directed by the Chief Engineer from time to time.

**4. Nationality, residence, age and qualifications of candidates.**—(1) (a) A candidate for appointment to any post must fulfil the conditions as to residence under the Public Employment in Union Territories (requirement as to residence) Act, 1957, and rules thereunder.

(b) A candidate must be of any other category notified by the Government of India from time to time.

(2) (i) A candidate must produce a certificate of character from the Principal Technical Officer of his University, College, School or the head of educational or technical institution last attended;

(ii) A candidate must produce certificates of character from two responsible persons, not being his relatives who are well acquainted with him in private life for the last three years or more and unconnected with his University, College, School or other educational or technical institution;

(iii) A candidate must produce a medical certificate as required by rule 10 of Fundamental Rules, and rules 3 and 4 of Supplementary Rules; and

(iv) A candidate must produce a declaration to the effect that he has not more than one living wife. In case of a woman candidate she must declare that she has not married a person having already a wife living.

**5. Age limit.**—A candidate must be of not less than 18 years and not more than 25 years of age on the date of his appointment, provided that the above age limits, may be relaxed according to the decisions of Government of India from time to time. Provided further that the maximum age limit may be relaxed in pursuance of the decision of the Government of India issued from time to time in respect of persons belonging to Scheduled Castes or Scheduled Tribes or those who are *Banafi le* displaced persons from Pakistan or who have taken part in the National Movement. This relaxation will, however, apply for such time only as may be decided upon by the Government of India.

**6. Educational and technical qualifications of candidates.**—No person shall be appointed to the service, unless in the case of appointment to the post of:—

(i) *Tracers.*—He has passed the Matriculation examination of a recognised University or above as well as passed the Draftsmen Course from a recognised Institution or as a Plan Printing Machine Operator with an experience of four years;

(ii) *Assistant Draftsman.*—He has passed the Matriculation examination of a recognised University or above as well as passed the Diploma of Draftsmen Course from a recognised Institution with experience of minimum three years;

(iii) *Junior Architectural Draftsman.*—He has passed the Matriculation Examination of a recognised University or above as well as passed the Diploma of Draftsman Course or passed 2nd year of Architectural Course from a recognised Institution;

(iv) *Divisional Head Draftsman.*—He has passed the Matriculation examination of a University or above as well as passed the Diploma of Draftsman Course from a recognised Institution with experience of minimum of 6 years or Diploma in Civil Engineering from recognised Institution;

(v) *Senior Architectural Draftsman.*—He has passed the Matriculation examination of a recognised University or above as well as passed the Intermediate in Architecture from recognised Institution having at least three years experience after qualifying;

(vi) *Circle Head Draftsman.*—He has passed the Matriculation examination of a recognised University or above as well as passed the Diploma of Draftsman Course from a recognised Institution with 10 years experience or Diploma in Engineering from recognised Institution with 3 years experience, or Degree in Engineering from recognised Institution;

(vii) *Circle Draftsman in Chief Engineer's office.*—He has passed the Matriculation examination of a recognised University or above as well as passed the Diploma of Draftsman Course from a recognised Institution with 12 years experience after qualifying or Diploma in Civil Engineering from recognised Institution with 5 years experience, or Degree in Civil Engineering from recognised Institution.

7. **Method of Recruitment.**—Posts in the service shall be filled either by promotion or by direct recruitment as stated below:—

- (i) *Tracers.*—95 per cent by direct recruitment through the Employment Exchanges and 5 per cent by promotion, and in case suitable candidate in sufficient quantity are not available through the Employment Exchanges, by transfer from other Departments under the Central or State Governments. 22.5 per cent/5 per cent of the total posts will be filled in by Scheduled Castes and Scheduled Tribes candidates respectively. If however, sufficient number of Scheduled Castes/Scheduled Tribes candidates is not available appointments from other categories will be made.
- (ii) *Assistant Draftsman.*—80 per cent by promotion from amongst the qualified tracers and 20 per cent by direct recruitment, or by transfer from other Departments of the State or Central Governments in cases suitable candidates are not available through the Employment Exchanges. 22.5 per cent and 5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled Tribes candidates are not available in sufficient number recruitment from amongst other categories will be permissible.
- (iii) *Junior Architectural Draftsman.*—100 per cent posts by direct recruitment, or by transfer from other Departments of the Central or State Governments in case suitable candidates are not available through the Employment Exchanges. 22.5 per cent and 5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled Tribes candidates are not available in sufficient number recruitment from amongst other categories will be permissible.
- (iv) *Divisional Head Draftsman.*—75 per cent by promotion from amongst the qualified Assistant Draftsman and 25 per cent by direct recruitment, or by transfer from other Departments of the State or Central Governments in case suitable candidates are not available through the Employment Exchanges. 22.5 per cent/5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled Tribes candidates are not available in sufficient number promotion, recruitment from amongst other categories will be permissible.
- (v) *Senior Architectural Draftsman.*—50 per cent posts will be filled in by promotion from amongst the qualified Junior Architectural Draftsmen having 8 years service and 50 per cent by direct recruitment, or by transfer from other Departments of the Central or State Governments in case suitable candidates are not available through the Employment Exchanges. 22.5 per cent/5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled Tribes candidates are not available in sufficient number recruitment from amongst other categories will be permissible.
- (vi) *Circle Head Draftsman.*—80 per cent posts will be filled in by promotion from amongst the Divisional Head Draftsmen and 20 per cent by direct recruitment or by transfer from other Departments of the Central or State Governments in case suitable candidates are not available through the Employment Exchanges. 22.5 per cent/5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled

Tribes candidates are not available in sufficient number recruitment from amongst other categories will be permissible.

- (vii) *Circle Draftsman in the Chief Engineer's office.*—80 per cent posts will be filled in by promotion from amongst the Circle Head Draftsmen and 20 per cent by direct recruitment or by transfer from other Departments of the Central or State Governments in case suitable candidates are not available through the Employment Exchanges. 22.5 per cent/5 per cent posts will be reserved for Scheduled Castes/Scheduled Tribes candidates respectively. In case the Scheduled Castes/Scheduled Tribes candidates are not available in sufficient number recruitment from amongst other categories will be permissible.

Provided that promotion from the existing lower rank viz., Plan Printing Machine Operator will be permissible if the candidate has passed the Matriculation examination from a recognised University.

Provided further that if suitable departmental candidates are available posts of all categories shall be filled in by promotion as indicated above. If, however, suitable candidates are not available in the Department the ratio will be increased or decreased by the Department. The decision of the Chief Engineer on suitability or otherwise will be final.

The promotion of persons shall be strictly in accordance with the order of selection in case of selection posts viz., Divisional Head Draftsman, Senior Architectural Draftsman, Circle Head Draftsman and Circle Draftsman in the Circle and Chief Engineer's office. For the posts enumerated in clause 6 the promotion will be based on good work put in by each member for the decision of which the confidential reports will be the sole criterion. The seniority will be a secondary thing.

Provided that 22.5 per cent of the posts shall be filled in by the candidates of Scheduled Castes and 5 per cent by the candidates of Scheduled Tribes subject to minimum qualifications being satisfied by them.

**8. Selection by Departmental Selection Committee.**—The Advisory Departmental Selection Committee shall be as follows:—

- |                                      |    |    |          |
|--------------------------------------|----|----|----------|
| (a) Chief Engineer                   | .. | .. | Chairman |
| Personal Assistant to Chief Engineer | .. | .. | Member   |
| Surveyor of Works                    | .. | .. | Member.  |

- (b) A vacancy earmarked for promotion in various grades shall be filled by the Chief Engineer on the recommendations of the Departmental Selection Committee. Such recommendations shall be made on the basis of the remarks of the officers under whom the prospective promotees work.

- (c) Vacancies reserved for outside candidates shall be intimated to the Heads of Departments or Heads of Offices as the case may be as well as the Employment Exchange and they shall be asked to recommend names of suitable candidates working in their offices within a fixed time limit as the Chief Engineer may decide, otherwise vacancies shall be advertised.

Offers of appointment shall be made strictly in accordance with the order of merit in which the candidates are placed at the time of selection.

## PART III.—CONDITIONS OF SERVICE

**9. Probation of members of the service.**—(i) Member of the service who are appointed direct against permanent vacancies shall, on appointment to any post in the service, remain on probation for a period of two years and on trial for a period of one year in the case of promotion which may be increased for another year if his work so warrants and the Chief Engineer so decides:

Provided that a person who is already confirmed in an indetical or an equivalent scale of pay and is transferred for appointment in the service shall not be placed on probation or on trial.

*Explanation.*—(i) Approved officiating service shall be taken as a period spent on probation but no member who is officiating in any appointment shall, on the completion of the probationary period prescribed be confirmed until he is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his period of probation or trial is, in the opinion of the appointing authority not satisfactory, the appointing authority may dispense with his services or revert him in his former post if he has been recruited otherwise than by direct appointment.

(iii) On the completion of the period of probation or of trial of any member, the appointing authority prescribed in rule 3 may confirm such member in his appointment if there is permanent vacancy, or if his work or conduct has in the opinion of the appointing authority not been satisfactory, may dispense with his services, or revert him in his former post if he has been recruited otherwise than by direct appointment or may extend the period of probation or of trial as the case may be and thereafter pass such orders on the expiry of the period of probation or of trial as the case may be as it could have passed on the expiry of the first period of probation or of trial as the case may be. Provided always that the total period of probation including extension, if any, shall not exceed three years.

**10. Scale of pay of the service.**—The grades of pay of each class of service are mentioned in Appendix “A” to these Rules subject to their revision from time to time.

**11. Discipline.**—In respect of discipline, punishment and appeals the members of the service shall be governed by the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1957 as amended from time to time.

**12. Seniority of the members of service.**—The seniority of the members of the service shall be determined under rules issued in this behalf separately.

## PART IV.—CONFIRMATION

**13.** The confirmation of each member will depend only on his good reports earned by him provided that there is a permanent vacancy available for him and provided further that he fulfils all other conditions laid down from time to time. The seniority will be secondary thing for the purpose of the same.

**14. Passing of examinations.**—The members of the service shall have to qualify examinations or to undergo training as may be prescribed by the Chief Engineer, from time to time for any class of posts in the service.

15. **Repeals and savings.**—These rules shall repeal all the letters on rules issued by the Himachal Pradesh Administration or by the Chief Engineer or the subject from time to time except that promotion and appointments already made or any other action taken shall not be set aside or affected.

APPENDIX "A"

HIMACHAL PRADESH PUBLIC WORKS DEPARTMENT

<i>Character of posts</i>	<i>Grade</i>
Tracers .. ..	Rs. 60-4-120/5-150.
Assistant Draftsmen ..	Rs. 100-8-140/10-160/10-200.
Junior Architectural Draftsmen ..	Rs. 100-8-140/10-160/10-200.
Divisional Head Draftsmen ..	Rs. 200-7-235/8-275.
Senior Architectural Draftsmen ..	Rs. 250-10-350.
Circle Head Draftsmen ..	Rs. 250-15-355.
Circle Draftsman in C.E.'s Office ..	Rs. 250-10-350.